

## **INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A LICENSED PROFESSIONAL CLINICAL COUNSELOR (LPCC) THROUGH RECIPROCITY**

(This is for information only, you must read the law and regulations for all requirements)

To become a **Licensed Professional Clinical Counselor (LPCC) through reciprocity**, the following requirements must be met and the application filled out accordingly:

1. The board shall certify an applicant for endorsement who:
  - (a) Has received a master's, specialist, or doctoral degree in counseling or a related field from a regionally accredited institution with a minimum of 60 hours of graduate coursework to include the following:
    1. The helping relationship, including counseling theory and practice;
    2. Human growth and development;
    3. Lifestyle and career development;
    4. Group dynamics, process, counseling, and consulting;
    5. Assessment, appraisal, and testing of individuals;
    6. Social and cultural foundations, including multicultural issues;
    7. Principles of etiology, diagnosis, treatment planning, and prevention of mental and emotional disorders and dysfunctional behavior;
    8. Research and evaluation; and
    9. Professional orientation and ethics;
    10. Complete an organized practicum or internship consisting of at least four hundred (400) hours.
  - (b) Holds an active valid license or certificate from another state to practice as a professional counselor;
  - (c) Is in good standing with the certifying or licensing board of that state;
  - (d) Is of good moral character;
  - (e) Has paid the application fee to the board; and
  - (f) Has provided the board with evidence of a minimum of five (5) years experience as a certified or licensed professional counselor.
2. The applicant shall be exempt from:
  - (a) The required hours of supervised experience in the practice of counseling set out in KRS 335.525(1)(e); and
  - (b) The examination requirements set out in KRS 335.525(1)(f).
3. Request that an official copy of your graduate transcript(s) be sent from the registrar of each institution directly to the Board. (The Board does not accept copies of transcripts or issued to student transcripts.
4. Submit documentation from your state board of your issuance of license/certification, expiration date, and that you are in good standing with your state board.
5. Send a check or money order (no cash) with the application made payable to Kentucky State Treasurer in the amount of \$150.00. If your application is denied, you will receive a refund of \$125.00.
6. Your application has to be in the office in time to be processed for the Board to review at their next scheduled meeting upon receipt. The Board is scheduled to meet the 3<sup>rd</sup> Friday of each month, but due to unforeseen circumstances, this may not be possible.

**YOU WILL BE NOTIFIED IN WRITING OF RESULTS WITHIN 2 WEEKS AFTER BOARD MEETING. RESULTS WILL NOT BE GIVE OVER THE PHONE.**